

Republic of the Philippines
Benguet State University
 La Trinidad, Benguet

DATE OF PUBLICATION June 5th, 2018

**NOTICE OF VACANCY
 (Job Order Personnel)**

No.	Position Title	No. of position/s	Place of Assignment	Rate per Day/Month	Qualification Requirements				
					Education	Training	Experience	Eligibility	Competency (if applicable)
1	Tailor	1	BSU Garments Project	473.00/day	Completion of relevant vocational/trade course	none required	none required	none required	
2	Master Tailor 1	1	BSU Garments Project	546.00/day	Completion of relevantt vocational/trade course	none required	none required	none required	
3	Administrative Aide IV	1	University Health Services	508.00/day	Bachelor's Degree Holder	none required	none required	none required	
4	Bookkeeper	1	Finance Office	679.00/day	Graduate of BS Accountancy / Financial Management/ Management Accounting	none required	none required	none required	
5	Carpenter I	1	General Services Office	473.00/day	Elementary School Graduate	none required	none required	none required	
6	Carpenter II	1	General Services Office	546.00/day	Elementary School Graduate	none required	none required	none required	
7	Plumber II	1	General Services Office	546.00/day	Elementary School Graduate	none required	none required	none required	

Interested and qualified applicants regardless of age, sex, sexual orientation, gender identity, civil status, disability (PWD), ethnicity or political affiliation should signify their interest in writing by attaching the following documents.

1. Application letter (specifying the position applied for and its date of publication)
2. Fully accomplished Personal Data Sheet (PDS), including the Work Experience Sheet (CS Form No. 212 Attachment Form) with recent passport-sized picture with name and signature (CS Form No. 212, Series of 2017) which can be downloaded at www.csc.gov.ph
3. Photocopy of OTR or Certification of grades with the total units required for the degree (basis in the determination of units earned)
4. Photocopy of employment certificate /s
5. Photocopy of eligibility (CSC or TESDA) or professional license
6. Photocopy of training certificates after graduation, within the last five (5) years
7. Certified photocopy of performance evaluation rating in the present position for one year preceding this publication (if applicable)
8. Photocopy of commendation or award certificates

QUALIFIED APPLICANTS are advised to hand in or send through courier their application to:

FELICIANO G. CALORA JR.
 BSU President
 Km. 5, La Trinidad, Benguet

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Approved for publication:


FELICIANO G. CALORA JR.
 President